

# AQD'S FOCUS ON DEPARTMENT OF ENERGY

## About The Acquisition Services Directorate

The Acquisition Services Directorate (AQD), a line of business within the U.S. Department of the Interior's National Business Center (NBC), provides a full spectrum of acquisition services to all Federal agencies. We help managers in every agency fulfill their missions by providing expert, compliant procurement solutions.

As an ISO 9001 certified organization, AQD has an outstanding track record of utilizing efficient business practices to ensure excellent service while delivering cost-effective contracts. We'll handle the complete acquisition lifecycle with experienced contracting officers, innovative technology, and value-added benefits. We're proud to offer compliant, cost-effective acquisition solutions that fulfill green procurement goals of Federal agencies.



## Our Knowledge and Expertise

Our experienced contract specialists guide you through the complex procurement process with a special focus on ensuring that you meet all green purchasing requirements and mandates. We manage the entire project from planning, soliciting and evaluating offers, to awarding and administering contracts, through closeout. Our Contracting Officers use all available options, including GSA Schedules, GWACs and IDIQs to fulfill customer requirements.

AQD actively supports Green Procurement, also known as Affirmative Procurement, and understands what is required to purchase environmentally conscious products and services.

Let us keep track of the ever-changing green requirements and initiatives. Our Green Procurement program ensures compliance with the latest environmentally-related FAR requirements; the Resource Conservation and Recovery Act, Executive Order 13101, "Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition," and all green procurement rules and regulations.

## Our Technology

By managing your budgets and bottom line with GovPay™, our state-of-the-art electronic invoicing system, you can review, approve and track invoices via the Internet. This allows for savings on paper, printing and postage costs. GovPay™ ensures accuracy and streamlines the billing process by reducing erroneous invoices and expediting contractor payments.

## Your Success

You benefit from our dedication to transforming the government procurement process. The expertise of our team and the quality results we bring to our clients will give you peace of mind and ensure success.

As a Federal acquisition shared services provider, focusing on the details is what the Acquisition Services Directorate does best, so you can concentrate on meeting mission requirements on time, every time.

## Some of the Clients We Serve

EERE  
Office of Energy  
Office of Environmental Management

To learn more about the  
Acquisition Services Directorate,  
visit us at [www.aqd.nbc.gov](http://www.aqd.nbc.gov)  
or call 703.964.8800





## Who We Are

A service-for-fee acquisition center  
Experienced, innovative Federal employees  
ISO 9001 certified organization

## How We Can Help You

Handle your acquisitions from project  
inception through closeout

Serve you efficiently, quickly and professionally

Monitor contracts to ensure compliance with Federal  
regulations and agency-specific rules

Keep you informed

## What You Should Do

Contact us today  
and we'll partner with you  
to fulfill your acquisition needs

## Where We Are

[www.aqd.nbc.gov](http://www.aqd.nbc.gov)  
[awareness@aqd.nbc.gov](mailto:awareness@aqd.nbc.gov)  
703.964.8800

